



IDENTIFICATION

Department	Position Title	
Workers' Safety and Compensation Commission	Senior Policy Analyst	
Position Number(s)	Community(s)	Division/Region(s)
97-9976;97-9959;97-9852	Yellowknife	Legal and Compliance

PURPOSE OF THE POSITION

The Senior Policy Analyst provides strategic policy advice and analysis on a wide variety of policy and legislative matters to the Workers' Safety and Compensation Commission (WSCC), its President, Senior Management Team, and the Governance Council. The Senior Policy Analyst leads priority setting, management, and development of WSCC policies, directives and drafts briefing notes and decision-making documents. Working under the legislative framework of the *Workers' Compensation Acts, Safety Acts, Mine Health and Safety Acts, Explosive Use Acts, and Access to Information and Protection of Privacy Acts*, the incumbent is required to develop and contribute to a wide variety of complex documents for Senior Management and the Governance Council to support decisions that impacts the breadth of WSCC stakeholders. The incumbent also sits on the interjurisdictional panel of Workers' Compensation Board policy professionals across Canada to contribute to, monitor, and act on emerging issues that impact workers' compensation and occupational health & safety (OHS) legislation and policy.

SCOPE

The Workers' Safety and Compensation Commission (WSCC) is a Crown Corporation of the Governments of the Northwest Territories and Nunavut, directed by a Governance Council through the President & CEO. WSCC operations are located in Yellowknife and Iqaluit.

The WSCC promotes safe work places through education and prevention, and cares for injured workers through a system of no-fault compensation. The *Workers' Compensation Acts* of the Northwest Territories and Nunavut govern the system, funded through the collection of assessments from employers.

The WSCC is committed to an environment free of racism and discrimination, where people feel safe when receiving services. This can be achieved by respectful engagement that acknowledges the importance of cultural differences and values Cultural Safety.

As the WSCC is a government agency shared between two territories, the incumbent's scope and responsibility includes providing research and other services for both jurisdictions, according to two distinct legislative processes, timetables, priorities, and demographics.

The Senior Policy Analyst reports to the Manager, Policy & Legislative Review and is part of the Policy & Legislative Review unit of the Legal and Compliance Division. As a WSCC resource for policy development and interpretation, this position provides a central service to all WSCC Divisions and requires liaison with internal and external subject matter experts, stakeholders, general counsel and the WSCC Senior Management Team.

The issues and concepts that the Senior Policy Analyst must understand and analyze are diverse, complex, and highly abstract. The operating environment is high-pressure and subject to change and may be impacted by political considerations and environmental factors. This requires the incumbent to have capacity for expert analysis and advice, cumulating creative solutions to new and emerging challenges and opportunities that will impact the operations of the other divisions and units.

The Senior Policy Analyst plays a key role in the priority setting of policies to be reviewed. They conduct research and analysis on national and territorial issues related to workers' compensation and occupational health & safety. The incumbent provides expert advice and recommendations on a variety of policy and legislative issues to support WSCC's legislative requirements and decision-making by the Senior Management Team and Governance Council. They are also responsible for drafting a variety of policy instruments, such as Policies and Governance Council Directives, and decision-making instruments, including option papers, discussion papers, decision papers, information items and briefing notes.

The incumbent works towards favourable outcomes for the WSCC on assigned projects, achieving a fair and reasonable balance between ideal solutions and those that are administratively feasible where competing interests exist. Negative outcomes could affect operations and public confidence in the organization, stakeholders, Governance Council, President, Senior Management Team, and employees.

RESPONSIBILITIES

1. Identify priorities for the strategic development of the Comprehensive Policy Review Plan (CPRP), Administrative Policy Review Plan (APRP):

- Advise the senior management team on the priorities for the CPRP and APRP and ensure they align with the WSCC's Vision, Mission, and Values, and takes into consideration emerging issues and stakeholder needs and relevant risks, including administrative, legal, financial and political risks.
- Advise senior management on the development of new, and revisions to current policies, administrative policies, Governance Council directives, and other policy instruments and documents for the effective administration of, and compliance with, the legislative authorities that governs the WSCC.
- Participate in the review and development of WSCC strategic priorities with a system level lens to account for the intricacies and operational links between divisions and units

for the purpose developing and implementing a CPRP and APRP that that aligns with the organization's priorities and needs.

- Monitor current developments in workers' compensation and occupational health safety in other jurisdictions across Canada and keep abreast of any issues that may affect workers compensation and OHS policies and legislation in the Northwest Territories and Nunavut.
- Monitor political, social, economic, cultural, and legislative developments which may affect workers' compensation and occupational health & safety in the Northwest Territories and Nunavut.

2. Lead the implementation of Comprehensive Policy Review Plan (CPRP), Administrative Policy Review Plan (APRP):

- Implement the CPRP and APRP by leading the policy development process.
- Succinctly identify policy issues and root causes.
- Develop appropriate research plans, including consulting with research institutes, workers' compensation agencies, and other private and public sector organizations regarding industry best practices.
- Lead cross-unit and cross-divisional policy working groups.
- Seek and balance appropriate interdivisional input, stakeholder feedback, best practices, financial, political, legal and stakeholder implications, and organizational risks when developing policy options.
- Draft clear and complete policy changes within WSCC's legislative authority that are practical to administer, accurately reflect policy intent and complement the existing suite of WSCC policies.
- Present information to decision makers by analyzing and summarizing key issues, specifying benefits and drawbacks, and supporting analysis and recommendations with valid arguments.
- Prepare a wide range of documents for the President, Senior Management Team, and Governance council (e.g., research papers, new and revised policies, operational and divisional procedures, decision, discussion, option papers, information items and briefing notes).
- Coordinate and deliver policy rollout sessions to WSCC employees on new or revised policies.
- Maintain accurate and up to date policy manuals.

3. Lead and provide expert advice on the policy consultation and engagement process:

- Provide expert advice to continuously improve and optimize the consultation and engagement process using best practices that meet internal and external clients and stakeholder needs.
- Lead the coordination and preparation of information packages for consultation and engagement sessions with internal and external clients and stakeholders.
- Facilitate consultation sessions and offers technical advice, information, and opinions.
- Analyze and summarize information from consultation participants; incorporate input, opinions, and information into policies when appropriate.
- Receive information from, and follows-up with, consultation participants to outline their input in the policy development process.

- Draft reports to debrief stakeholder engagement or research issues for the Senior Management Team, President and/or Governance Council.
4. **Support the review of WSCC governing legislation:**
 - In collaboration with General Counsel and the Legislative Advisor, identify legislative issues.
 - Provide policy's perspective and implications into legislative issues.
 - Research the legal and policy implications of various legislative initiatives.
 - Develop appropriate research plans, including consulting with research institutes, workers' compensation agencies, and other private and public sector organizations regarding industry best practices to address identified legislative issues.
 5. **Participate in interjurisdictional policy activities and provides WSCC's position and perspective on policies and governing legislation to internal and external stakeholders:**
 - Conduct consultation with research institutes, workers' compensation agencies, and other private and public sector organizations regarding their policies and industry best practices.
 - Support internal and external stakeholders with the interpretation and analysis of workers' compensation and OHS policies.
 - Succinctly answer AWCBC interjurisdictional policy related information requests by collecting, analyzing, and synthesizing WSCC policies and practices for benefit of information sharing with other Workers' Compensation boards.
 - Review WSCC's programs and activities for compliance with legislation and policy.
 - Identify legal issues and consult with General Counsel concerning the interpretation of WSCC's governing legislation.
 - Along with the Manager, Policy & Legislative Review, represent the WSCC on national policy committees and shares technical policy expertise with others in the Canadian workers' compensation community.
 6. **Conduct evaluation and performance measurement of implemented policies to ensure increased accountability and compliance across WSCC programs and services:**
 - Develop, implement, and report on evaluation and performance metrics for policies and impacted programs using both qualitative and quantitative methods.
 - Conduct comprehensive evaluations of policies and impacted program to assess their effectiveness and compliance.
 - Recommend data collection tools to support policy evaluation needs.
 - Provide strategic advice and recommendations from policy evaluation results to Senior Management to support decision making.
 7. **Provides back-up support to the Access to Information and Protection of Privacy Coordinator in meeting obligations under the *Access to Information and Protection of Privacy Acts (ATIPPA)*.**
Access to information duties:
 - In the absence of the ATIPP Coordinator provide recommendations to the President and CEO for decisions relating to access to information requests made under the *ATIPPA*s.

- Conducts due diligence searches for the requested records and arrange for the retrieval of the records.
- Prepare requested records for disclosure, consistent with the *ATIPPAs*.

Privacy duties

- Monitor and review the WSCC’s practices in relation to the collection, use, disclosure, retention, and disposal of personal information to ensure compliance with the *Acts* and *ATIPPAs*.
- Develop WSCC’s policies related to the protection of privacy, security and access of personal information held by the WSCC and develop strategies to implement the policies.
- Research, and implement, privacy protection tools within the WSCC, such privacy audits and privacy breach reporting protocols.
- Support the privacy impact assessment process, including assisting in the completion of privacy impact assessments and evaluating completed privacy impact assessments.

8. Other related duties, as required.

- Research initiatives, projects or duties, as required.
- Participate in working groups, as required; and
- Other administrative duties, as required

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

The incumbent is often faced with tight deadlines and large workloads with competing priorities and demands. Prolonged periods of concentration can be physically and mentally exhausting. The potential of providing inappropriate or inaccurate recommendations to the Governance Council, Senior Managers or other decision makers can cause stress.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and interpret legislation.
- Technical knowledge in policy development, analysis and application.
- Strong knowledge of best practices in policy research.
- Ability to conceptualize, research, and analyze complex and variable issues, policies, and programs; present results in clear, understandable format; and recommend appropriate action.
- Ability to make sound recommendations and decisions.

- Strong writing skills with a demonstrated ability to produce policy documents (e.g. decision papers, options papers, briefing notes and information items) for a senior decision-making audience.
- Ability to facilitate stakeholder engagement processes.
- Excellent oral and written communication skills.
- Well-developed project management skills, including planning, and time management skills.
- Work effectively in a team environment with changing priorities and demands.
- Objective and active listening skills, including the ability to respond in a tactful, helpful, and responsive manner.
- Technical knowledge of evaluation frameworks for policy
- Excellent attention to detail.
- Ability to stay current with emerging issues and developments in relevant areas.
- Strong interpersonal skills.
- Ability to work with minimum supervision.
- Ability to use a variety of computer applications including word processing, spread sheets, and presentation software.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A Bachelor’s Degree in a related field (e.g. political science, public administration, economics, business administration, etc.) and five years of progressive experience in policy and/or legislative development. Experience with workers’ compensation or OHS policy and legislation is an asset.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- French required (must identify required level below)
 - Level required for this Designated Position is:
 - ORAL EXPRESSION AND COMPREHENSION
 - Basic (B) Intermediate (I) Advanced (A)
 - READING COMPREHENSION:
 - Basic (B) Intermediate (I) Advanced (A)
 - WRITING SKILLS:
 - Basic (B) Intermediate (I) Advanced (A)
- French preferred

Indigenous language: To choose a language, click here.

Required

Preferred

CERTIFICATION

Title: Senior Policy Analyst

Position Number(s): 97-9976;97-9959;97-9852

<hr/> Employee Signature	<hr/> Supervisor Signature
<hr/> Printed Name	<hr/> Printed Name
<hr/> Date	<hr/> Date
<i>I certify that I have read and understand the responsibilities assigned to this position.</i>	<i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i>
<hr/> Senior Manager	<hr/> Date
<hr/> President & CEO	<hr/> Date
<i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i>	
<p>The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.</p>	

Reviewed by Human Resources: _____